

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 04-10****TO: All CDBG Eligible Jurisdictions and CDBG Interested Parties****DATE: October 18, 2004****SUBJECT: 2004-05 Economic Development Allocation Over-The-Counter Application Workshops****Purpose of this memo:**

This memo is an invitation to all eligible jurisdictions and interested parties to attend the 2004-05 Community Development Block Grant (CDBG) Economic Development Over-the-Counter application workshops. The dates, locations and agenda for the workshop sessions are shown on the following pages.

Workshop contents

These workshops provide information to eligible jurisdictions and interested parties on how to identify potential Over-the-Counter projects, prepare and present a pre-application, structure and develop an eligible CDBG project and prepare an application package.

The Agenda will include:

- How to be ready to apply for an OTC project
- Identifying the players and their roles
- Preparing and presenting a Pre-application
- Identifying and documenting the Sources and Uses of Funds
- Submitting an application
- Presenting your application to the Economic Development Advisory Committee
- Case Studies

Who should attend?

These workshops are most important to those jurisdictions intending to submit an Economic Development Over-the-Counter application in the FY 2004-05 funding round. Jurisdictions and interested parties should plan to attend the workshop in their region. **Travel to these workshops is an allowable CDBG expense under general administration.** EDBG Field Representatives from each region will be available for consultation at the workshops.

For further information:

Contact the CDBG-ED program Secretary at (916) 263-0484 or your ED Regional Representative.

Schedule of Economic Development 2004-05 OTC Application Training

Time: All workshops will open for registration at **8:30am and begin at 9:00am**. The workshops will adjourn at **3:30pm**, but staff will be available to meet with you on potential projects after the workshops.

Date		Location
Tuesday, November 16, 2004	West Sacramento	Galleria Conference Room 1110 West Capitol Avenue West Sacramento, CA 95691
Wednesday, December 8, 2004	Eureka	Office of Education 901 Myrtle Ave, Sequoia Room A & B Eureka, CA
Tuesday, February 1, 2005	Visalia	Tulare Workforce Investment Department 4025 West Noble St, Second floor Visalia, CA
Thursday, February 3, 2005	Coachella	DACE Office 53990 Enterprise Way Coachella, CA 92236

Parking: There is free parking near the building in all locations